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TO: REGULATIONS CONTROL STAFF, [REDACTED] Room 126

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**CONCURRENCE SHEET**

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PROPOSED ISSUANCE: Regulation No. [REDACTED] EMPLOYEE WELFARE FUND  
Draft dated 14 June 1954

CONCUR: (a) Substance  
(b) Rescission of memo of DCI dtd 26 Oct 53  
(c) Classification  
(d) Distribution

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Signature

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Office

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Date

COMMENT

(Job #250-REB)  
Due: 2 July 1954

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REGULATION  
NO. [REDACTED]PERSONNEL  
DRAFT 14 June 1954

## EMPLOYEE WELFARE FUND

Rescission: Memorandum of the Director of Central Intelligence dated  
26 October 1953, ER 4-7587, subject: CIA Welfare Board

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1. GENERAL

This Regulation prescribes policy and procedure governing the administration of the CIA Employee Welfare Fund. Subject to security considerations, all staff employees are eligible for emergency welfare aid and assistance from this fund. Use of the fund for other categories of personnel will be limited to individual cases approved by the CIA Welfare Assistance Board.

## 2. POLICY

The Agency will maintain an Employee Welfare Fund for use in promoting the general welfare of its personnel. As provided herein, the fund may be used to provide emergency aid and assistance to personnel for whom no other practicable recourse is available.

## 3. CIA WELFARE ASSISTANCE BOARD

## a. RESPONSIBILITIES

The CIA Welfare Assistance Board is responsible for administering the Employee Welfare Fund in accordance with the provisions of this Regulation. The responsibilities of the Board include the collection, receipt, custody

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and expenditure of such funds as may be contributed, donated, or otherwise accrued for use in promoting the general welfare of Agency personnel.

b. MEMBERSHIP

- (1) The Assistant Director for Personnel or his Deputy will serve as permanent chairman of the Board. The Deputy Directors (Administration), (Intelligence), and (Plans), the Director of Training, and the Assistant Director for Communications will each appoint one member and an alternate to serve for one year terms. However, the initial appointees of the Director of Training and the Assistant Director for Communications will be appointed for 6-months terms in order to establish a system for providing continuity of membership on the Board. Initial appointments will date from the effective date of this publication.
- (2) The Chairman will notify the appropriate appointing official at least two months prior to the expiration of a member's term. Other vacancies resulting from the reassignment or separation of members will be reported to the Chairman by the appointing official as promptly as possible. In such cases, the appointing official may designate the member's alternate or another individual to complete the term.
- (3) A member or an alternate may be appointed to succeed himself; however, no one other/ may serve more than two consecutive terms as a member.

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c. ADMINISTRATIVE SUPPORT

The Assistant Director for Personnel will designate an Executive Secretary and an alternate to provide administrative and clerical support to the Board. Under the direction of the Chairman, the Executive Secretary will be responsible for recording minutes of Board meetings, maintaining financial records of the fund, making collections against outstanding loans, and receiving donations and contributions to the fund and for such activities as may be assigned by the Chairman. He will be authorized to make withdrawals from the funds on behalf of the Chairman.

d. ALTERNATES

The Deputy Assistant Director for Personnel, alternate Board members and the alternate Executive Secretary may exercise the authorities delegated herein to their principals when these officials are absent or otherwise not available to exercise these authorities.

e. MEETINGS

The Board will meet at the call of the Chairman. The Chairman and three members will constitute a quorum for transacting all business except those items which are required herein to receive approval of the full membership.

4. FUND SOURCES

Monies received from General Services, Inc., incident to its operation of Agency-patronized cafeterias will be credited to the CIA Welfare Fund. Within

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necessary security limitations, the Welfare Assistance Board may develop other sources of revenue. Although general campaigns will not be conducted for the purpose of obtaining donations, the Board may accept voluntary donations to the fund by individuals associated with the Agency.

**5. FINANCIAL ASSISTANCE**

- a. Agency personnel who are faced with unexpected financial hardships and who are unable to obtain all or a part of necessary financial assistance through the CIA Credit Union or other established lending institutions may apply to the CIA Welfare Assistance Board for such assistance. Generally, financial assistance will be in the form of a personal loan to the employee. However, the Board may, with the concurrence of the full membership, approve an outright grant to an individual with no provision for repayment when it determines that such action is clearly justified by the exigencies of the situation.
- b. Applications for financial assistance will be submitted in writing to the Executive Secretary in a form prescribed by the Board. The applicant will supply all information required by the application form and such additional information as may be deemed necessary. All such information will be treated in a confidential manner. The name of an applicant will not be revealed to individuals not serving the Board unless his loan becomes delinquent.
- c. Loans granted under the provisions of this Regulation will be made for the shortest term possible considering all of the circumstances and will

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not bear interest. There will be no service charge for such loans.

As a general rule, loans will not be approved for amounts larger than \$500.00 or for periods longer than six months, although exceptions may be made in individual cases.

- d. The Executive Secretary may approve personal loans to staff employees in amounts not exceeding \$25.00. Loans not exceeding \$100.00 may be approved by the Executive Secretary and the Chairman or, in the absence of either of these officials, by one or two Board members, as appropriate. Loans over \$100.00 but not exceeding \$500.00 may be approved by the Chairman and two Board members or, in the absence of the Chairman, by three Board members. Loans in excess of \$500.00 require the approval of the full Board membership.
- e. When a loan is granted, a schedule for repayment, mutually agreeable to the applicant and the representatives of the Board approving the loan, will be recorded on the loan application. A receipt form will be used to acknowledge payments received.
- f. When an individual fails to repay a loan, in full or in part, the Executive Secretary will report the delinquency to the Board. The Board may direct the Executive Secretary to take appropriate action to secure payment. The full membership of the Board may, at its discretion, declare an account uncollectible and direct the Executive Secretary to transfer the account to that category.
- g. An individual who, in the opinion of the Board, has not acted in good faith or has failed to repay a loan without just cause, will be ineligible

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for further assistance from the Employee Welfare Fund.

#### 6. CONDOLENCES

The Chairman or the Executive Secretary may arrange to send flowers upon the death of a staff employee or staff agent. The cost of each such floral gift will not exceed \$15.00 plus the cost of tax and telegram, if any.

If the deceased may be identified with the Agency, the card accompanying the flowers will show the sender as the Assistant Director for Personnel on behalf of the Agency. When the deceased may not be identified with the Agency, a message such as "From Fellow Employees" may be used.

#### 7. RECORDS AND REPORTS

- a. The Executive Secretary will maintain appropriate records of the Board's activities, including necessary accounting records. He will compile a for the Board members monthly report/showing the status of the fund and the number and types of transactions made during the month.
- b. An audit of all financial records will be made at least semi-annually under the control and supervision of the Auditor-in-Chief.

DISTRIBUTION: AB

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